



STATE
OF
GEORGIA

Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

PAGE
1

1. Application Date October 29, 1974	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No. 149		Date Received NOV 15 1974	Application No. 74-392 Date Completed NOV 21 1974
3. AGENCY, Division, Subdivision & Administering Office Address Georgia Department of Agriculture Fuel and Measures Division 19 Hunter St., S. W. Atlanta, Georgia 30334		4. Person to Contact Olin Mullinax <i>Bure</i>	
		5. Working Title Director	6. Tel. No. 656-3605

7. ACTION REQUESTED TO AMEND DISPOSITION STANDARD 484, dated 1/21/73

☐ ESTABLISH DISPOSITION STANDARD; ☐ DISPOSE OF PRESENT ACCUMULATION;
☐ RECORD WILL CONTINUE TO ACCUMULATE. ☐ NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series 1955 to Date	9. Exact Series Title CERTIFIED SCALE MECHANICS FILES
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10. What is the function of the office in which this record series is created?

The Fuel and Measures Division is responsible for supervising and regulating the Fuel Industry in Georgia, and for assuring that weighing and measuring devices are accurate. The Division administers and supervises two inspection units; one for assuring that fuels meet certain specifications and the other assuring that anything subject to being weighed and/or measured is checked accurately.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Certifying
Documents relating to ~~the~~ certification of individuals to repair scales in Georgia.

Included are: Evidence of Certified Scale Repairman's Bond (for employing companies;
Evidence of issue of Scale Mechanics Certificates
Report of Test Weights calibration and;
Related correspondence. *in files 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120, 121, 122, 123, 124, 125, 126, 127, 128, 129, 130, 131, 132, 133, 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 144, 145, 146, 147, 148, 149, 150, 151, 152, 153, 154, 155, 156, 157, 158, 159, 160, 161, 162, 163, 164, 165, 166, 167, 168, 169, 170, 171, 172, 173, 174, 175, 176, 177, 178, 179, 180, 181, 182, 183, 184, 185, 186, 187, 188, 189, 190, 191, 192, 193, 194, 195, 196, 197, 198, 199, 200, 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214, 215, 216, 217, 218, 219, 220, 221, 222, 223, 224, 225, 226, 227, 228, 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2020, 2021, 2022, 2023, 2024, 2025, 2026, 2027, 2028, 2029, 2030, 2031, 2032, 2033, 2034, 2035, 2036, 2037, 2038, 2039, 2040, 2041, 2042, 2043, 2044, 2045, 2046, 2047, 2048, 2049, 2050, 2051, 2052, 2053, 2054, 2055, 2056, 2057, 2058, 2059, 2060, 2061, 2062, 2063, 2064, 2065, 2066, 2067, 2068, 2069, 2070, 2071, 2072, 2073, 2074, 2075, 2076, 2077, 2078, 2079, 2080, 2081, 2082, 2083, 2084, 2085, 2086, 2087, 2088, 20*

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

- | | YES | NO |
|---|-------------------------------------|-------------------------------------|
| 13. Is this the Record Copy of the series? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 14. Is there a duplication of this series in another office or agency? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 15. Is the information contained in this series ever summarized or published?
Attach copy of summary or publication. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 16. Does the series contain classified information requiring security handling? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 17. Does the series initiate, amend or terminate agency policies and procedures? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 18. Could the function be performed if the files were lost or destroyed? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 19. Is the series (or major portion of it) regularly microfilmed? If yes, why? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 20. Does the record series provide data as input to an EDP file? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 21. Does the record series contain documentation produced as EDP printout? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 22. Has the Federal Government issued instructions governing the retention/disposition of these files?
Bond is good as long as it is kept current. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 23. Will there be a need for these records 10, 15 years from now? If yes, what? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

24. **REQUIREMENTS.** The following requires the files to be kept Indefinite years:

- a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☒ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

Bond is good as long as it is kept current.

25. **AGENCY RECOMMENDATIONS.** This agency recommends that the file series be cut off at the end of each - ☐ CALENDAR YEAR - ☐ FISCAL YEAR - ☒ OTHER See Below, then:

- ☐ Hold in the current files area _____ month(s)/_____ year(s):
☐ Transfer to ☐ State Records Center ☐ Local Holding Area; hold _____ year(s):
☐ Destroy.
☐ Transfer to State Archives for permanent retention.
☐ Destroy immediately after cut-off.
☒ Other: (Specify) _____

Cut off the active files at the end of each CY. Hold in the current files area until notification of bond cancellation by the bonding company, or hold for 2 years, whichever is first, then destroy.

SEE ATTACHED MAINTENANCE INSTRUCTIONS

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
<i>EDS</i>	11/4/74		
26. Recommendations in paragraph 25 are:	Agency Head/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Ellis D. Sklar</i>	11/4/74
	State Auditor/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>William M. Dixon</i>	11-21-74
	Secretary of State/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Carroll Day</i>	11-18-74
	Attorney General/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>John P. Stull</i>	11-11-74

STATE RECORDS
COMMITTEE

Department of Agriculture
Fuel and Measures Division
CERTIFIED SCALE MECHANICS FILES

Item 25 continued.

MAINTENANCE INSTRUCTIONS: On January 1, 1975 and annually thereafter cut off the files and place folders in the inactive files. Commence a new active file by creating folders for new companies and withdrawing folders from the cut-off files and placing them in the active files for those companies who renew the licenses of their mechanics. As folders are moved from the cut-off files to the active files, retain the evidence of bond in the folder, but remove and destroy all papers which have no further value.